

Port of Anacortes
Regular Commission Meeting
February 3, 2011

The Port Commission of the Port of Anacortes held its regular business meeting at 7:00 P.M. on the evening of February 3, 2011. This was a regularly scheduled Commission Meeting held in the Commission Meeting Room of the Port Main Warehouse Building, 1st & Commercial Avenue, Anacortes, Washington.

In Attendance: Commission President Rubin, Commission Vice-President Mooney, Commission Secretary Niver, Commissioner Hopley and Commissioner Short.

Also in attendance: Executive Director Hyde, Director of Finance & Administration Johnson, Director of Operations & Facilities Hachey, Project Manager Darden, Accounts Receivable Specialist Siechen, Accounts Payable Specialist Fauver, Office Assistant Timmerman, and Executive Assistant Lindsey.

Others in attendance included John Herzog and Mike Hutchison of Geo Engineers.

CALL TO ORDER

At 7:00 P.M. Commission President Rubin called the regular meeting of February 3, 2011, to order and welcomed all in attendance.

PRESENTATION – Staff Cost Cutter Awards

Executive Director Hyde introduced two members of the Port staff for the presentation of Cost Cutter Awards. He showed the audience the perpetual plaque denoting the award and explained that the Port has great employees who try their best to save the Port money whenever possible.

Office Assistant Christine Timmerman is responsible for ordering all of the Port's office supplies and paper products. After performing a thorough job of assessing our paper inventory and needs, Christine was able to consolidate and purchase these products from one business here in town (Bayshore). This switch results in more than \$1,000 savings per order, with the bonus of supporting a local business. Congratulations to Christine for keeping our costs down and thinking outside the box.

Accounts Payable Specialist Wendy Fauver did some sleuthing when the Port was presented with some outdated invoices by a vendor and asked that we pay them as soon as possible. With Wendy's attention to detail, she was able to assess significant errors in charges billed to the Port on these invoices, which ultimately saved the Port approximately \$49,000. Thanks to Wendy for her passion for detail and her eagle eye.

Both Christine and Wendy were presented with Cost Cutter certificates of appreciation and a special coffee mug denoting their honor as cost cutters.

PRESENTATION – American Council of Engineering Companies of Washington – Bronze Award for Cap Sante Marine Site Remediation and Restoration – to Geo Engineers and the Port of Anacortes -

Executive Director Hyde explained that the Port and Geo Engineers have been awarded a Bronze Award by the ACEC of Washington as a Best in State project for the Cap Sante Marine site. The project and ensuing award were featured in the Seattle Daily Journal of Commerce. Executive Director Hyde introduced John Herzog, a principal at Geo and Mike Hutchison, Geo's Puget Sound Area Manager. On behalf of Geo Engineers, Mr. Herzog extended thanks to the Commissioners and Port staff, noted it was rare to get to form partnerships and long term working relationships on environmental projects. The Cap Sante Marine project was completed in May of 2008 with only monitoring continuing into last year.

Mr. Herzog reported on the current project Geo is working on with the Port, that being the largest of the Port's environmental remediation and restoration projects, the Former Scott Paper Mill Site. He noted they are in the final days of wrapping up the environmental phase of the project that has undergone a great deal of change. The next phase included the transition to return the Seafarers' Memorial Park building, refurbish it and install landscaping, sidewalks, etc.

Commissioner Mooney stated it had been a real pleasure to have Mr. Herzog and Geo Engineers work with the Port. Commissioner Niver noted that Mr. Herzog had assisted the Port in writing and configuring the Port's Consent Decree with the Department of Ecology, and that his work was invaluable. Mr. Herzog noted that spoke to Geo's relationship with the Port, going all the way back to 1994. Commissioner Rubin thanked Mr. Herzog and Mr. Hutchison for attending and for Geo's partnership with the Port.

PUBLIC COMMENT PERIOD

Commissioner Rubin opened the floor for public comment pertaining to items on the regular agenda. Hearing no one with a desire to address the Commission the floor was closed.

CONSENT AGENDA

Commissioner Rubin read the consent agenda items: Approval of Minutes of the Regular Meeting & Executive Session of January 6, 2011, Special Meeting of January 20, 2011, and Regular Meeting Work/Study Session / Joint Meeting with the Port of Skagit County and Executive Session of January 20, 2011; Approval of Vouchers No. 2-1 through 2-154 totaling (\$3,324,775.95); and Approval of the December 2010 Treasurer's Report totaling \$16,068,889.28; and Action Item: Executive Director Salary for 2011. Commissioner Rubin called for any objections to the consent agenda. Hearing none, he called for a motion for approval. Commissioner Short moved to approve the consent agenda. Commissioner Mooney seconded the motion. Commissioner Rubin called for a vote on the motion, which carried unanimously.

Commissioner Mooney commented that the Port's fund balances allowed the accounting department to transfer funds in order to pay sub contractors even when the Port itself has not yet been paid for environmental work. He observed that more than 2 million of the voucher list presented this evening was reimbursable to the Port. Commissioner Niver agreed, noting the normal billings for the Port were generally closer to half a million dollars each month. Executive Director Hyde noted the Port's finance department handled these funds while the annual audit was going on, creating a great deal of work for both.

REGULAR AGENDA

COMMISSION DISCUSSION

Commission Retreat –

Commissioner Rubin recapped the Commission's retreat held at the Breazeale Interpretative Center at Padilla Bay on February 1, 2011. He noted the Commission reviewed a number of topics including grading themselves as a Commission with a grade range of B through A-, working together as a Commission, how they will address proposals of ideas including to question what our current policy says, whether a change in policy or a new policy is needed, and what is the strategic issue involved. The Commission was of the mind that they wished to use the Commission Discussion period of each meeting's agenda to speak to items they wished to have on record and the Commission discussed Port Resolution No. 1226 regarding how new proposals are brought forward – first to the Executive Director who will decide whether the proposal moves forward. The Executive Director will report on all items of this nature in his weekly update to the Commission. Also covered at the retreat was a discussion on decision making by the Commission and further discussions of a policy on property acquisition including inventory, weighted criteria, and evaluation factors. The Commission will examine the possibility of acquiring property to protect zoning and also discussed how much "shovel ready" property the Port should have in inventory. The Commission and staff will develop a score sheet for evaluating potential properties.

Also discussed briefly at the retreat were the Anacortes Futures Project, the use of the Port Transit Shed, and changes in leadership.

Commissioner Short noted that in several slides this evening there were references to possible hotels in the parking discussions of the areas near the Boat Haven. He observed that the public had decided during the comprehensive planning process that they did not wish to see hotels in and around the marina.

COMMUNICATIONS

Agenda –

Executive Director Hyde noted that an item previously on the agenda for awarding of a bid contract for work on Phase 3 of the Scott Site had been removed due to a protest of an irregularity in the bid of the lowest bidder. Further inspection by Port staff and counsel has determined an irregularity does indeed exist and therefore that bid is void. The Commission has delegated authority for the bid award to the Executive Director; therefore Executive Director Hyde will award the contract to the second lowest responsive and responsible bidder, Strider Construction of Bellingham.

Commissioner Rubin noted that he would be out of town for a few weeks and as a result would not be available to go to Olympia to meet with legislators and inquired whether one of the other members of the Commission would like to attend along with Executive Director Hyde.

Upcoming Events –

Executive Director Hyde reviewed upcoming events: The next Project Community Tour is scheduled for February 14th at 4:00 p.m. and will meet at the Cannery Building to view the former Scott Paper Mill site. The Seafarers' Memorial Park building will be moved back to the

Park on February 10th during early morning hours. Community tours are held the second Monday of each month.

UPCOMING MEETINGS

Executive Director Hyde reviewed the Commission's upcoming meeting schedule. As previously announced, the February 17th Regular Meeting will be cancelled as members of the Commission and staff will attend the Economic Development Association of Skagit County's annual forecast dinner. As decided this evening, the Commission will hold a Special Meeting at 5:00 p.m. on March 3rd to continue to discuss parking policy. The next Regular Commission Meeting will be on March 3, 2011 at 7:00 p.m.

Executive Director Hyde noted that a ribbon cutting for the Wyman's Ramp and T Avenue would occur in February or March.

PUBLIC COMMENT PERIOD

Commissioner Rubin opened the public comment period for items not on the regular agenda. Hearing no one with a desire to address the Commission, the public comment period was closed.

ADJOURNMENT

With no further business to come before the Commission, Commissioner Mooney moved to adjourn, which was seconded by Commissioner Short. Commissioner Rubin called for the vote on the motion, which carried unanimously and at 7:26 P.M. the meeting adjourned.

Attest:

Keith Rubin, President

Pat D. Mooney, Vice-President

Ray Niver, Secretary

Steve Hopley, Commissioner

William L. Short, Commissioner

Julie Johnson Lindsey, Executive Assistant
February 3, 2011